

PEORIA AREA WORLD AFFAIRS COUNCIL

EXECUTIVE DIRECTOR

Peoria Area World Affairs Council (PAWAC) seeks an energetic, highly motivated, donor focused, results oriented professional with a track record of success. PAWAC is a volunteer-driven organization devoted to bringing the world to Central Illinois through speakers and other programming.

The Executive Director is heavily involved with event planning and preparation for monthly board meetings. The successful candidate will work with the Board of Directors on developing and monitoring fundraising initiatives and assist in the efforts of working committees. This position will play the lead role in developing and implementing the Strategic Plan.

The position requires teamwork, a can-do attitude, perseverance, optimism and the ability to think strategically and creatively to achieve desired results for this non-profit organization. This is a part-time position requiring flexibility and a deep appreciation for the importance of understanding international issues. Some travel and evening/weekend availability are required. For more information please see our website at www.pawac.org.

Interested applicants should send a cover letter and resume to pawacinfo@gmail.com no later than February 28th. No phone calls accepted.

JOB DESCRIPTION

Key responsibilities include:

- In charge of daily operations of PAWAC; oversee and coordinate all fiscal policies, programs, volunteers & collaborators and other activities with policies established by the Board.
- With assistance and guidance of appropriate Board committees, design and implement programming, secure speakers, coordinate with sponsors, conduct marketing and publicity for events.
- Oversee all aspects of programs, including speaker arrangements and itineraries.
- Provide counsel and assistance to PAWAC committees.
- In conjunction with the Finance Committee, develop and propose an annual budget to the Executive Committee for submission to the Board of Directors; serve as custodian of corporate records.
- In conjunction with the Finance and Programming committees, develop and implement fundraising initiatives.
- Manage E-commerce functions for the organization.
- Write grants and proposals for potential programs and events.
- Maintain a register of the contact information for each member.
- Maintain regular communication with membership via email or snail mail.
- Develop and distribute press releases and additional documents in coordination with the appropriate committees.

- Develop content with respective committees; maintain organization website and coordinated social media streams.
- Implement special events programming with respective committees.
- Promote and encourage membership attendance at events.
- Represent PAWAC to prospective members and the broader community.
- Maintain relationship with The World Affairs Council of America (WACA), provide assistance as required, and attend the annual national conference.
- Additional duties as assigned.

Qualifications for the position:

- Bachelor's Degree
- Interest in and acumen with international affairs.
- Experience with non-profits and 501(c)(3) organizations is preferred.
- Experience working with board members is preferred.
- Experience recruiting, organizing, and motivating teams of volunteers.
- Aptitude for technology including social media, Microsoft Office, Quickbooks, and web site content management.
- Demonstrated success in planning and implementing special events.
- Demonstrated ability to develop and implement programs consistent with the PAWAC mission, to ensure that programs effectively address agreed-upon objectives and priorities, to operate within budget limitations, and to comply with appropriate policies and procedures.
- Experience with fundraising and grant writing is preferred.
- Demonstrated ability to manage multiple projects; flexible and comfortable in a fast-paced environment, with excellent follow-through.
- Ability to work independently as well as within a team environment. Strong analytical and independent decision-making ability is required.
- Strong interpersonal and communication skills are required, both written and oral.
- Strong organization skills, with keen attention to detail.